

Loudoun County Business Recycling Requirement

Frequently Asked Questions

1. Are all businesses in Loudoun County required to recycle?

Yes. As of October 1, 2003, all businesses in the unincorporated areas of Loudoun County must separate at least one principle recyclable material (**PRM**) generated annually in the largest quantity. The term "Business" means a business, corporation, association, firm, partnership, joint stock company, county, city, town, governmental body, or any other legal entity.

Recyclable material may not be disposed as solid waste, but shall be deposited only at a lawful recycling drop off center, recycling facility, approved facility, or through a permitted collector that provides services. Please see the "Directory of Recycling Service Providers" as well as the County Recycling Dropoff Center information page.

2. What is a "PRM?"

PRM's (principle recyclable materials) include paper, metals (except automobile bodies) plastics, glass, yard waste, wood and textiles. The most common PRM's are white office paper, mixed paper, cardboard and paperboard.

3. Who is responsible for collecting my recyclables?

If your solid waste collector is a "**Major**" Collector, they are required to include service to collect your recyclables provided your recyclables are white office paper, mixed paper or cardboard. (Major collectors operate 4 or more vehicles and collect more than 2,000 tons of solid waste annually.) A list of Major Collectors and Recycling Collectors can be obtained from the Loudoun County Office of Solid Waste Management. See contact information below.

Please contact your current solid waste collector about establishing recycling services for your business.

4. Who is responsible for collecting and transporting my recyclables if they are not white office paper, mixed paper or cardboard?

The business operator or generator of the material is responsible for arranging for collection, transport and recycling of any PRM's other than white office paper, cardboard or paperboard. Examples of these types of PRM's are glass, textiles, yard waste and wood.

5. Who is responsible for notifying tenants and/or employees that recycling is mandatory in Loudoun County?

It is the responsibility of the business owner, property owner or property manager to notify new tenants and/or employees within 5 days in writing of the mandatory recycling requirement, and no less frequently than annually thereafter.

In multi-tenant commercial properties in which individual businesses do not manage their own solid waste, the principle recyclable material shall be determined on the basis of the property's combined waste stream.

6. What information must I provide to my tenants and/or employees when notifying them that recycling is mandatory in Loudoun County?

The written notification shall set forth the requirements and include:

- (a) Source separation of recyclable material from the waste stream is mandatory for all tenants and employees;
- (b) What material(s) will be recycled;
- (c) How the recyclable material will be prepared;
- (d) Any set-out requirements;
- (e) Location of recycling containers;
- (f) Prohibitions against contamination of source separated recyclable material;

- (g) The collection schedule for recyclable material;
- (h) Name and telephone number of a representative of the business or multiple resident facility whom the tenant or employee should contact with any questions.

7. Who is responsible for ensuring my employees recycle in the work place?

All businesses shall be responsible for ensuring its employees comply with the requirements for both the separation and proper disposal of recyclable materials.

8. What if the business recycles at a dropoff center or through a collector that is not permitted by the county?

Any business which separates recyclable material from its solid waste stream and such source separated material is collected and transported by someone other than those currently permitted in Loudoun County shall submit an annual recycling report to the Office of Solid Waste Management.

Please contact the Office of Solid Waste Management regarding your waste collector that is not currently permitted.

9. Who do I contact for additional information?

Contact the Loudoun County Office of Solid Waste Management at (703) 777-0187 for more information or for technical assistance in implementing your business-recycling program. More information on recycling and solid waste management is also available at the links listed below.